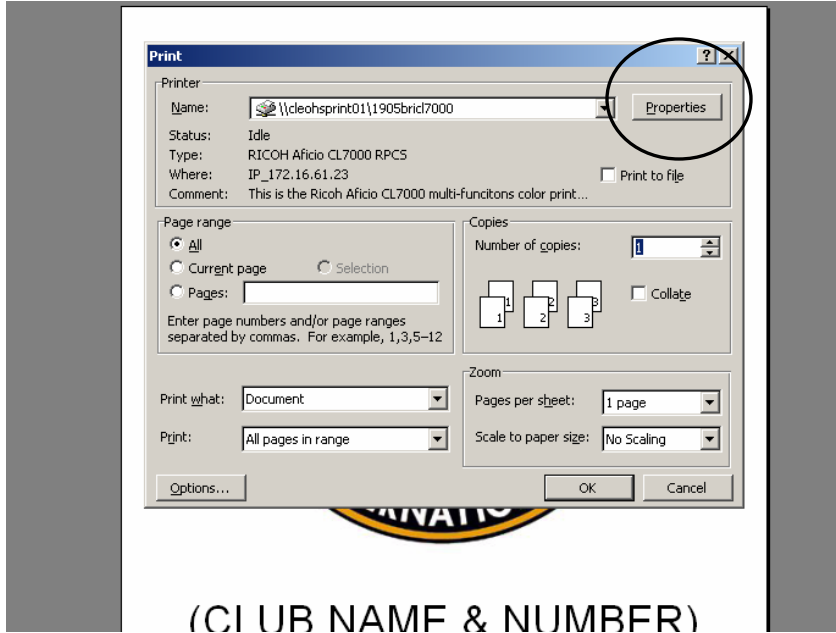
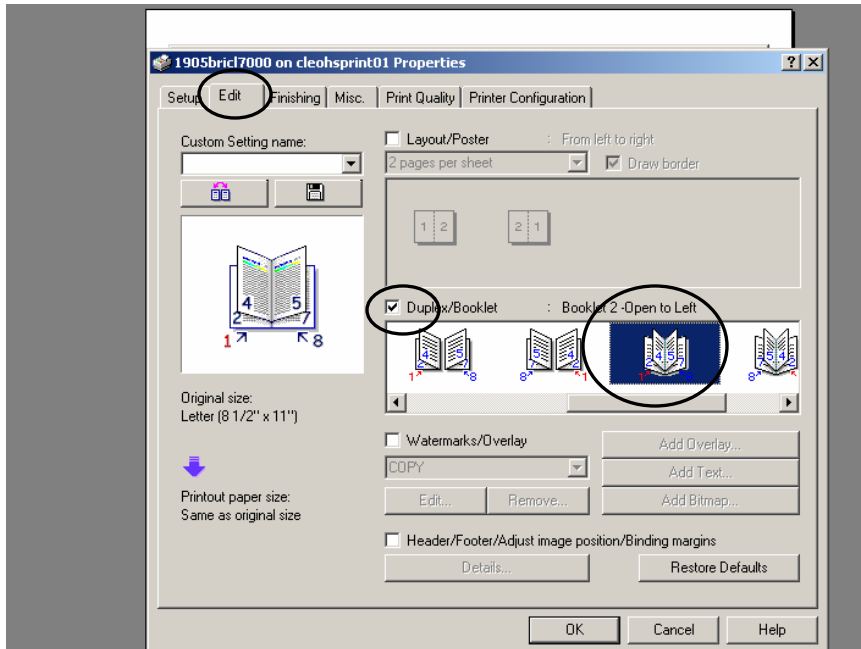


# District 10 Toastmasters Visitor Handbook Printing Instructions

1. Select Printer, click **Properties** button

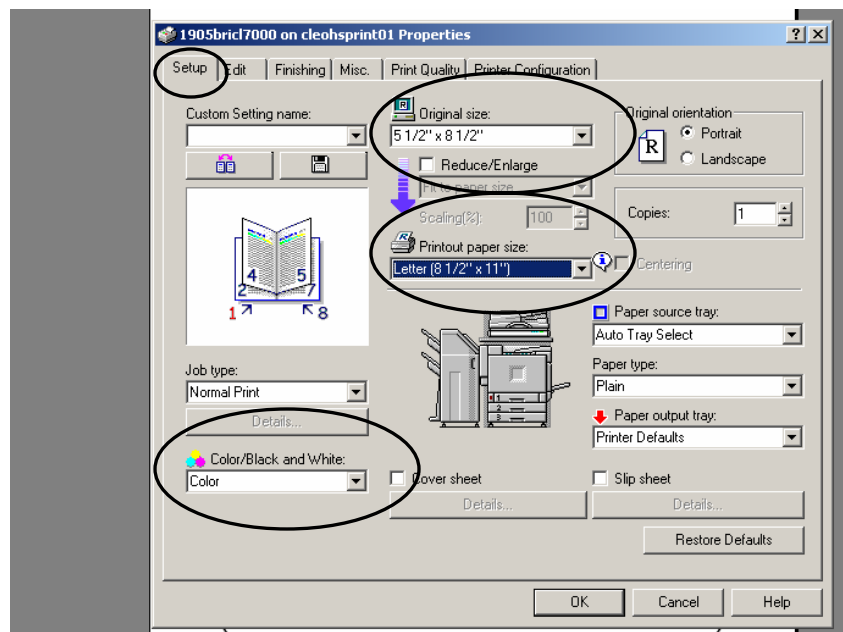


2. Select the **Edit** Tab and select the appropriate **Booklet** option



3. Select the **Setup** Tab and change the color setting and paper size.

## District 10 Toastmasters Visitor Handbook Printing Instructions



4. Click **OK** in the print setup window (above) and then click **OK** in the print window (displayed in step #1).

### Notes:

- This booklet is set up in paper size 8.5 x 5.5 to print as an 8.5 x 11 booklet. However, the **Original size** can be set at 8.5 x 11 with **Printout paper size** of 11 x 17 for a larger booklet.
- Printer drivers vary so the options shown in this document may be in different locations or have a different name for another printer.
- For this document to print correctly, the printer has to have a **booklet** option.